



Central Piedmont Area



Of
Narcotics Anonymous
Literature Store Subcommittee
POLICY and GUIDELINES

I. Definition and Purpose of the Subcommittee:

The Literature Store Subcommittee is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the CPANA ASC business meeting. In all its proceedings the Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, the resources of A Guide to Local Services and the Handbook for NA Literature Committee.

II. Functions of the Subcommittee:

- A. Maintains an adequate supply of NA literature to meet the needs of the CPANA.
- B. Stocks and makes available review and approval-form literature.
- C. Serves as a communication link in all matters of literature between the groups, CPANA, our Region, and the World Service Committee.
- D. Distributes Literature to all groups via CPANA ASC meetings.
- E. Elects and/or appoints members to fulfill the needs of the Subcommittee.

III. Structure of positions:

The positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson and any others willing to help as members of the committee. The Chairperson is elected by the CPANA.

Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next CPANA ASC meeting where a new Chairperson will be elected or appointed.

IV. Qualifications and Duties of Elected Committee Members:

- A. Chairperson: Elected by the CPANA and shall fulfill the requirements of a Subcommittee Chairperson. Suggested clean time requirement of 2 years. Responsibilities include:
 - 1) Attends and provides written reports of all monthly activities and inventories at each CPANA ASC meeting.
 - 2) Announces and holds scheduled Subcommittee meetings.
 - 3) Elects or appoints other committee members as necessary.
 - 4) Channels all funds to the Treasurer of the CPANA.
- B. Vice-Chairperson: elected by the Subcommittee. Suggested clean time requirement of one year. Responsibilities include:
 - 1) Assumes the duties of Chairperson in the case of Chairperson's absence.
 - 2) If the office of Chairperson should become vacant, the Vice Chairperson assumes the duties until a Chairperson is elected or appointed by the CPANA.
 - 3) Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
 - 4) Maintain archives of any subcommittee meeting minutes and related materials.
 - 5) Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
 - 6) Attends all CPANA Meetings and assists the Chairperson with the money handling duties.

V. Procedure for Inventory Management

- A. The Subcommittee shall maintain a minimum literature inventory of to meet the needs of the CPANA groups and subcommittees as determined by historical usage and any other information that would help in determining this amount.
- B. An accurate continuous inventory shall be kept at all times.
- C. Physical inventory shall be taken once per year or upon the election of the new Subcommittee Chairperson and reported to the CPANA.
- D. Continuous inventory should also be taken regularly of fastest moving inventory.

VI. Procedures for Accepting and Filling Orders

- A. Orders are placed at the CPANA ASC business meeting.
- B. All information on the order form must be complete to process the order.
- C. Payment for literature is due upon receipt by check or money order.
- D. Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the CPANA ASC meeting.
- E. Special orders placed to the WSO will require prepayment.